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ABSTRACT

The manual guides an instructor in conducting a training course for first-line supervisors to familiarize them with six aspects relating to the Occupational Safety and Health Act of 1970: (1) requirements of the Act, (2) compliance with its standards, (3) identification of health and safety hazards, (4) correction of adverse conditions, (5) record keeping required by the Act, and (6) effective principles and practices of occupational safety and health. As introductory materials, the manual presents a brief explanation of the Act, types of safety and health standards, and the Code of Federal Regulations in the Federal Register. An administrative duties checklist is presented, and three duties of the trainee are enumerated. Needed training materials are outlined together with instructions for ordering. A suggested format for the course is included. A presentation checklist covers items to be included at the trainee orientation meeting. (AG)

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A Programmed Instruction Course

PRINCIPLES AND PRACTICES OF OCCUPATIONAL SAFETY AND HEALTH

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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ADMINISTRATOR'S MANUAL

U.S. DEPARTMENT OF LABOR
Occupational Safety and Health Administration
Washington, D.C. 20210

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ADMINISTRATOR'S MANUAL

INTRODUCTION

This is a training course about the Occupational Safety and Health Act of 1970, and effective principles and practices of occupational safety and health for supervisors. Background information about the Act appears below, followed by specific information on how to administer the course to the trainees.

THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

On December 29, 1970, the President of the United States signed into law one of the most important pieces of safety and health legislation ever enacted by Congress. This law, the Occupational Safety and Health Act of 1970, is the first safety and health law that covers all establishments that affect interstate commerce.

The Act specifically states that:

(a) each employer -

- "shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees"
- "shall comply with occupational safety and health standards promulgated under this Act"

(b) each employee -

- "shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct."

Generally stated, the Act requires the employer to furnish to all employees a workplace that is free from recognized hazards that can be detrimental to an employee's safety and health. The Act also sets up procedures for the establishment, publication and enforcement of occupational safety and health standards that cover every establishment affecting interstate commerce.

SAFETY AND HEALTH STANDARDS

The Act gives the Occupational Safety and Health Administration (OSHA) the responsibility of issuing the detailed safety and health standards that are to be followed by both employers and employees. There are three different types of standards.

- Initial OSHA standards,
- Temporary emergency standards, and
- New permanent standards.

The initial OSHA standards consisted of governmental and industrial standards which were already in existence and in use before the signing of the Act. These standards were adopted by the Secretary of Labor when the Act became law to immediately set nationwide MINIMUM safety and health standards. These early OSHA standards were adopted from laws such as the Walsh-Healy Act and from national standard setting groups such as the American National Standards Institute (ANSI). These standards were published in the May 29, 1971 issue of the FEDERAL REGISTER. (A discussion of this publication can be found in the next section of this manual.)

A temporary emergency standard is established if the Secretary of Labor determines that one is necessary to protect employees from the imminent dangers of exposure to toxic agents or substances, from physical harm, or from NEW hazards. A temporary emergency standard is published in the FEDERAL REGISTER and remains in effect until superseded by a permanent one (within six months of publication of the temporary emergency standard).

If the Secretary of Labor sets a standard differing from an existing OSHA standard, he must publish both the new standard and his reasons for the changes in the FEDERAL REGISTER. All permanent standards are based on research, demonstrations, experiments, and factors including latest scientific data, feasibility, and experience.

THE CODE OF FEDERAL REGULATIONS (CFR) AND THE FEDERAL REGISTER

The CODE OF FEDERAL REGULATIONS is an annual codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. The Code is divided into 50 titles which represent broad areas subject to Federal regulation. Each title is divided into Chapters which usually bear the name of the issuing agency. Each chapter is further subdivided into Parts covering specific regulatory areas. Each part is divided into subparts containing the specific standards that may be applicable to your establishment. These subparts are:

Subpart D: Walking-Working Surfaces

Subpart E: Means of Egress

Subpart F: Powered Platforms, Manlifts and Vehicle-Mounted Work Platforms

Subpart G: Occupational Health and Environmental Control

Subpart H: Hazardous Materials

Subpart I: Personal Protective Equipment

Subpart J: General Environmental Controls

Subpart K: Medical and First Aid

Subpart L: Fire Protection

Subpart M: Compressed Gas and Compressed Air Equipment

Subpart N: Materials Handling and Storage

Subpart O: Machinery and Machine Guarding

Subpart P: Hand and Portable Powered Tools and Other Hand-Held Equipment

Subpart Q: Welding, Cutting, and Brazing

Subpart R: Special Industries

Subpart S: Electrical

The FEDERAL REGISTER is the daily supplement to the CODE OF FEDERAL REGULATIONS and publishes Presidential proclamations, executive orders, reorganization plans, and Federal regulations that affect every American.

SUBSCRIPTION SERVICE

The safety and health standards and regulations under the Occupational Safety and Health Act of 1970 are available in a subscription service to provide all of the standards, interpretations, regulations, and procedures in an easy-to-use, looseleaf form punched for a three-ring binder. Changes and additions are issued for an indefinite period. The volumes are available, prepaid, from the Government Printing Office.

All of these standards appear in the FEDERAL REGISTER and the CODE OF FEDERAL REGULATIONS, and it is the duty of each establishment to keep itself informed of the standards as they are published. You should keep in mind that the CODE OF FEDERAL REGULATIONS is published yearly and contains all of the official information up to the time it was published. You must watch the FEDERAL REGISTER daily for new material which has been published more recently.

TRAINING MATERIALS

OSHA has developed this training course to educate supervisors, so that they not only can help employers comply with the Act, but also help the supervisor identify safety and health hazards in the work area so the hazards can be corrected before injuries and illness result.

The training package consists of all the materials you will need for your first-line supervisors to learn about the Act.

The following sections contain specific instruction about how to conduct the training course.

WHO SHALL BE TRAINED

This course is designed for first-line supervisors, and other personnel of that level with similar titles. The course is not recommended for other levels. In this administrator's manual, the persons who will take the training course are called "trainees."

WHO SHALL ADMINISTER THIS TRAINING COURSE

The person who administers this training course may be the training supervisor, safety and health supervisor, or whoever is designated. This person is called the "administrator" in this manual.

ADMINISTRATIVE DUTIES

DUTIES OF THE ADMINISTRATOR

The following checklist describes the administrator's duties. It would be helpful if you checked each box after each task is completed.

ADMINISTRATOR'S CHECKLIST

Check When Task Is Completed

GENERAL TASKS

- ☐ 1. Read the Administrator's Manual.
- ☐ 2. Select the trainees who will take the course.
- ☐ 3. Verify that you have an adequate quantity of training materials for all trainees.
- ☐ 4. Schedule orientation meeting(s).
- ☐ 5. Inform trainees of the date, time, and location of orientation meetings.
- ☐ 6. Hold meetings. Perform the following functions:
  - ☐ A. Explain the course to the trainees; make sure all of their questions are answered. Detailed checklist for this appears later in this manual.
  - ☐ B. Hand out Booklet 1 to each trainee. Tell them that when they finish the booklet, they return it to you and you will give them Booklet 2. This procedure should be followed for the six booklets in the course.
- ☐ 7. Review the course with the trainee to determine problem areas, questions about responsibilities, company training programs, etc.

DUTIES OF THE TRAINEE

1. Attend the orientation meeting(s).
2. Take the training course (all six booklets).
3. Review course with administrator.

COURSE CONTENT AND FORMAT

PURPOSE OF THIS TRAINING COURSE

This course is intended to teach each trainee the following:

- The requirements of the Act;
- How to comply with the occupational safety and health standards promulgated under the Act;
- How to identify conditions that could adversely affect the safety and health of employees;
- How to have these adverse conditions corrected;
- How to keep the records required by the Act; and
- Effective principles and practices of occupational safety and health.

TRAINING MATERIALS AND COURSE CONTENT

The complete training course consists of six booklets and a copy of Part II of the FEDERAL REGISTER of June 27, 1974—the OSHA standards for general industry—and a copy of RECORDKEEPING REQUIREMENTS UNDER THE WILLIAMS-STEIGER OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970. No other books or references are needed by your trainees. The lessons in the training course are:

BOOKLET ONE

Lesson 1 Introduction to Occupational Safety and Health

Lesson 2 The Occupational Safety and Health Act of 1970

Lesson 3 Records Kept By Employer

BOOKLET TWO

Lesson 4 The Role of the Supervisor

Lesson 5 Investigation and Reporting of Accidents and Exposures to Health Hazards in the Workplace

BOOKLET THREE

Lesson 6 Recognize, Evaluate, and Control Hazards

Lesson 7 Identification and Correction of Safety and Health Hazards

BOOKLET FOUR

Lesson 8 Occupational Health and Enviornmental Control

Lesson 9 Basic Personal Protective Equipment and Its Use

BOOKLET FOUR–Continued

Lesson 10 Emergency Care Procedure

Lesson 11 Fire Loss Control

BOOKLET FIVE

Lesson 12 Communicating the Occupational Safety and Health Act to Employees

Lesson 13 How and When to Provide Safety and Health Training

BOOKLET SIX

Lesson 14 Sources to Assist you in Performing Your Safety and Health Responsibilities

Lesson 15 Guidelines and Goals to Effectively Practice Good Safety and Health

FORMAT OF TRAINING COURSE

The format of this course is designed to have the trainees teach themselves, using the course materials.

Lesson 1 is introductory and requires only that the trainee read and become oriented to the need for occupational health and safety laws and programs.

The remaining lessons require the trainee to respond to questions after he has been given a certain amount of information.

To get immediate confirmation as to the correctness of his answer, he will have to turn to the top of the next page, find the question number (they are numbered consecutively throughout each lesson), and match his answer to the correct one.

The trainee should ALWAYS denote his response in writing on the page where the question appears. You should instruct him to line out an incorrect answer and substitute the correct one when he answers incorrectly. In this manner, the trainee will not proceed until he knows he is correct.

This method of instruction is more interesting and satisfying to the trainee than passively reading a textbook. His active involvement, with instant feedback, produces a high level of learning and increased motivation.

Before the trainee starts Lesson 2, you should go over the instructions to that lesson to be sure he understands what is required of him.

ACTUAL TRAINING MATERIAL

HOW MUCH TRAINING MATERIAL YOU NEED

Your first task as administrator is to check to see whether you have been sent an adequate supply of all the following training materials:

FOR YOUR ADMINISTRATOR

- Administrator's Manual

- A complete set of the training booklets (six booklets) for the administrator
- A copy of the FEDERAL REGISTER, June 27, 1974.

FOR EACH TRAINEE

- The six-booklet Training Package (one set for each trainee)
- A copy of the FEDERAL REGISTER, June 27, 1974.

HOW TO ORDER MORE MATERIALS

If you have not received all of the materials you ordered, or received fewer than ordered, request the Government Printing Office to send the missing materials. The same procedure should be followed if you need more complete sets for additional trainees.

DISTRIBUTING THE OCCUPATIONAL SAFETY AND HEALTH TRAINING COURSE FOR THE FIRST TIME

You should set up an informal meeting or series of meetings to describe and distribute the training courses to your trainees. At the meeting, tell the trainees to read the training material carefully and think out the answers to the questions and problems.

MEETING WITH THE TRAINEES

THE ORIENTATION MEETING

At the orientation meeting, explain the course objective and how to use programmed instruction. Make the points in the following checklist:

PRESENTATION CHECKLIST

Check When Task Is Completed	TASK
☐	1. Give the trainee a description of the course: a. To teach the Act; b. To teach principles and practices of occupational safety and health.
☐	2. Distribute a copy of Booklet 1 to each trainee telling him NOT to open the booklet.
☐	3. After distributing Booklet 1, tell the trainees that the training course consists of SIX booklets. After completing Booklet 1, they are to return it to you, and you will give them Booklet 2. Explain this is the procedure you will use for all six booklets.

PRESENTATION CHECKLIST (Continued)

Check When Task Is Completed	TASK
☐	4. Explain that the training program consists of 14 lessons. Each lesson covers an entire subject. Trainees should use all the time they need to read the material thoroughly. Emphasize that they are not being timed and there is no time limit. Explain that some people learn slower than others, but that does not mean the faster learners are smarter or learn better. Suggest that trainees should try to finish a lesson before stopping.
☐	5. Describe and show examples of the instruction sheet and how to answer the questions and confirm the answers (Lesson 2 cover sheet). Instruct the trainees to write down their answer to each item and immediately check this against the correct answer. Tell them that when they make a mistake they should reread the item carefully. They should go back an item or two, if necessary, to figure out why the printed answer was correct and fill in the correct answer before they go on to the next item.
☐	6. Make sure that the trainees have no other questions. All trainees should have a clear understanding of what they are to do. Use this manual as a guide for answering questions.

DUTIES AFTER THE ORIENTATION MEETING

ADDITIONAL ADMINISTRATIVE DUTIES

Check When Task Is Completed	TASK
☐	1. Distribute Booklets 2 through 6 as needed.
☐	2. Review the material in the booklets if necessary.

SUMMARY

The following is a summary of the information included in this manual:

WHAT THE ADMINISTRATOR DOES

- Read the Administrator's Manual.
- Select the trainees who will take the training course.
- Verify that there is an adequate quantity of training materials on hand.
- Schedule orientation meetings.

- Inform trainees of the date, time, and location of orientation meetings.
- Hold meetings; and distribute Booklet 1 to the trainees.
- Distribute remaining booklets as each trainee completes the preceding booklet.
- Review work if needed.

WHAT THE TRAINEES DO

- Attend orientation meetings and receive training material.
- Take the training course, and report to you when they have finished each booklet.
- Review material if necessary.

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